



CITY OF SOUTH BEND
PETE BUTTIGIEG, MAYOR
OFFICE OF THE MAYOR

May 1, 2014

Oliver J. Davis, President
South Bend Common Council
227 W. Jefferson Blvd., 4th Floor
South Bend, IN 46601

Dear President Davis,

South Bend Municipal Code §2-22 requires that “the director of each department and the presiding officer of each Executive board, commission and authority shall prepare and submit to the Mayor and the Council by May 1 of each year, a report of the functions, projects and activities of each department, board, commission or authority for the preceding fiscal year.” In your memo dated April 18, 2014 you asked all relevant departments, commissions, executive boards and authorities for submissions by May 5, 2014.

I understand some entities (including the Building Department and Department of Parks & Recreation) have submitted information to you directly, but please find enclosed annual reports from seven additional city departments – Police, Fire, Legal, Community Investment, Code Enforcement, Administration & Finance, and Public Works – as well as the Morris Performing Arts Center/Palais Royale. If after carefully reviewing these reports you and Council members have questions, please feel free to contact this office.

Sincerely,

Mark W. Neal
Deputy Mayor

cc: John Voorde, City Clerk
Common Council